



**Town Council Town Council Meeting
April 6, 2022 @ 6:30 pm
VIA CONFERENCE CALL & TOWN HALL**

6:30 pm

- I. Call to Order:** The meeting was called to order at 6:32 p.m. by Mayor Patrick Miller.
- II. Opening Ceremonies:**
 - a. Roll Call:**
 1. The following Council and staff were present with in person and electronic access available for guests: Mayor Patrick Miller, Councilman E. Dugan, Councilwoman E. Clarke, Councilman S. Lobdell, Town Manager A. Tantillo, Financial Officer J. Helms, Police Chief R. Longo, Town Attorney, F. Townsend, and Town Engineer E. Van-Otoo.
 - b. Pledge of Allegiance:**
 - c. Recognition of Visitors:** Present guests included Mr. Mark Pugh and Mr. Dwayne Haynes.
 - d. Announcements:** No announcements
- III. Adoption of Agenda**
 - a.** *CM Dugan made a motion to approve the agenda as amended. CM Lobdell seconded the motion. Vote: all yea's, no nays.*
- IV. Approval / Rejection of Minutes**
 - a.** Approval/ Rejection of Council Minutes from the March 23rd, 2022, Town Council Meeting.
 - b.** Approval/ Rejection of Council Minutes from the March 23rd, 2022, Town Council Executive Session Meeting.
 1. *CM Dugan made a motion to approve all agendas as written on the agenda to include the Town Council Meeting Minutes from March 23rd, 2022, Town Council Meeting and the Town Council Workshop Meeting Minutes from the March 23rd, 2022, Town Council Executive Session Meeting. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- V. State Police:**
 - a.** An update on March 2022 activity.
 1. Lt. Popp was unable to attend the meeting and will provide a report at the next
- VI. Townsend Police Department:**
 - a.** Chief Longo shared the following report to Town Council for the month of March.
 - b.** Chief Longo attended a meeting with town and DELDOT representatives regarding Rt 71, Pine tree Main Street Intersection.
 - c.** He obtained updated data from DSP / Lt. Popp on crashes at 71 from 2019 – March 2022
 - d.** Chief Longo attended the State Chief's Meeting's
 - e.** Chief Longo met with Public Safety Committee positive discussion on several topics.

- f. He enrolled in National Prescription Drug Take Back Day, Scheduled for April 30, 2022, from 10am – 2pm. We have partnered with the Townsend Fire Company and the DEA. The Collection site is at the Townsend Fire Company. The flyers for Drug Take Back have been posted at Town Hall, Townsend Fire Company, Walgreens, Jimmy's VFW Post 3792. An email was sent to Emmanuel UME and the Lifehouse Church for their congregations or messages in their bulletins.
- g. Chief Longo met with Pastor Johnson of Immanuel UME Church as part of Community Outreach and Introduction.
- h. He met with Pastor Keith from Lifeway Church as part of Community Outreach and Introduction
- i. He met with Townsend Fire Company, for an introduction and partnership on public safety matters.
- j. Chief Longo represented TPD at a "Medal of Honor" service at the VFW Post 3792
- k. Chief Longo represented TPD at a Delaware Concerns of Police Survivors event at the Delaware Law Enforcement Memorial in Dover.
- l. Chief Longo participated in a speaking engagement event with students at MOT and Mayor Miller.
- m. He attended Legislative session with Chief's from across Delaware at Legislative Hall in Dover concerning police matters.
- n. Registered to participate in 2 FREE local training sessions in May and June.
- o. Registered to participate in partnership with the Delaware Department of Health on statewide initiative called "First Responder Naloxone Leave-Behind Program" This is at no cost to the community which is a savings of \$870 (if we had to purchase the Naloxone ourselves).
- p. The total savings through resourcefulness, fiscally conservative, smart spending and donations to date is approximately \$65,234.31
- q. Chief Longo had a meeting with the state regarding the Townsend Police Department waiver request for State Aid to Local Law Enforcement (SALLE) and Emergency Illegal Drug Enforcement (EIDE) grant. WE HAVE BEEN APPROVED to apply for funding. We will address the Combat Violent Crime (VCG) Grant when that opens in the coming months.

VII. Mayor's Report:

- a. No report

VIII. Reports:

a. Town Attorney Fred Townsend III

- 1. No report.

b. Town Engineer Edwin Van-Otoo

- 1. An update on Town Engineering Projects.

- a. TE Van-Otoo shared that regarding TVI & TVII, Handler has advised that they are intending to begin paving once the plant re-open. They will also revisit the outstanding punch lists.

- b. TE Van-Otoo shared that the ponds in TVI will be taken care of and the vegetation will be cleared in April. He is also awaiting the as-builts from Karins & Associates.
 - c. Regarding the TVII open space, the items will be addressed in the coming months and upon successful completion of the outstanding items, the areas will be ready for dedication.
 - d. Regarding the Woods at Hidden Creek, TE Van-Otoo advised that they will also begin paving in the next few weeks.
 - e. The Wastewater Feasibility study report and presentation have been issued and have come to a close. A discussion on opportunities and next steps will be forthcoming when Council would like. TE Van-Otoo is also available for additional questions.
 - f. TE Van-Otoo discussed the Ginn St. sidewalk extension and is working with the original contractor to make repairs to the defaced sidewalk which as previously advised would be \$800 or less depending on the workload.
 - g. Regarding the Route 71 and Karins Blvd project, TE Van-Otoo advised that the first phase is complete and that he met with DelDOT and Gessler the contractor and DelDot wants the paving at the existing joint to the bike lane. This will result in additional pricing on the original quote and will be discussed once the quote is received.
 - h. Regarding the Surface Water Matching Planning Grant, TE Van-Otoo has begun reaching out to piping contractors to determine the cost for the first phase of the project.
2. Discussion regarding the need for a pole barn for Town Public Works Department.
- a. TE Van-Otoo presented a proposal that was asked of him in October 2021 to provide oversight of the design and construction of the pole barn at the size of 50 x 50 x 6, to be located next to the Police Station. This would allow him to provide assistance with coordinating the manufacturers, electrical, plumbing, HVAC, etc. Council advised that they would like to continue this discussion at a later date to scope out the project.

c. Town Manager

1. Status update on the COVID-19 pandemic.
- a. Regarding Covid cases in the 19734-zip code, as of April 5th, the average percent of new positive cases is 2.7%. This is a significant decrease in the number of cases.
 - b. Within the 19734-zip code, there were 19 new cases in the seven-day period of March 20th to April 5th, compared to 29 new cases in the seven-day period of February 20th-February 27th. This is a decrease in new cases in a 7-day period. There is now a reported average of 1.9 new cases daily. The death toll in our zip code has remains at 22 lives lost to this Pandemic.

- c. Regarding vaccinations: Delaware Public Health is reporting in the 19734- zip code, 77.1% of the total population in the 19734 Zip Code is vaccinated with at least 1 dose.
 - d. Unvaccinated Delawareans ages 5 and older are urged to get vaccinated as soon as possible to protect themselves from infection and serious illness. Delawareans ages 5-11 have also been approved to receive the Pfizer vaccine and are encouraged to do so. Vaccination information and sites can be found at: www.de.gov/getmyvaccine.
 - e. On March 1st, Governor Carney lifted the Covid-19 state of Emergency and signed a narrow Public Health Emergency order, the Public Health Emergency Order was formally extended on 3/31/22.
 - f. Town Hall remains open; masks and appointments continue to be highly encouraged. Social distancing remains in effect.
2. A report on Town Administrative activities.
- a. TM Tantillo shared that regarding the Ginn St. sidewalk, this project continues to be on hold until the Spring. Town Manager Mangeri had previously met with the contractor. The grant funds provided previously for this project may be used for this work. The estimate to replace the vandalized sidewalk is \$800.00 if the contractor will be in Town. We continue to work with the contractor to see if there is a method to reduce cost and to schedule a time for the work to be performed. We received \$21,310 in grant funds from the State for the Ginn St sidewalk work on 3/29/22. We will request another reimbursement request once the sidewalk repair is completed.
 - b. Authorization to begin the Route 71 and Karins Boulevard project has been executed. The work began on Monday, March 14th. The work is authorized through the receipt of the Community Redevelopment/ Reinvestment grant has been awarded in the amount of \$70,000 to allow for this work to be completed including the inlet restoration. The Town Engineer is coordinating with the contractor to find begin the second phase of this project to resurface the area.
 - c. The Surface Water Matching Planning Grant was approved for grant match via Resolution 2022-002 by Council. The signed grant agreement was sent to DNREC and just received back by the Town. TE Van-Otoo has held the kickoff meeting to coordinate the start of this project.
 - d. TM Tantillo shared that Chief Longo continues to work to establish our newest department. Chief Longo and the TM Tantillo have continued to secure quotes for various needs for the department. A purchase is on the agenda Chief Longo also continues to receive items from military surplus. The repairs have been made to the 2012 Dodge Charger and TM Tantillo and staff are finalizing the purchase of the Ford Explorer as approved by Council. TM Tantillo shared that she is also working to have the security system items installed as soon as possible. The purchase of the additional security features was approved by Council in March.

- e. A resolution is on the agenda to hire Public Works Supervisor position. This resolution is to hire Mr. DiMartino who has a lot of supervisory experience and who has worked in the service field. We believe he will make a great addition to the team.
- f. TM Tantillo shared that she has posted and received numerous applications for the Town Clerk position and will begin interviewing candidates coming days.
- g. TM Tantillo shared that the Town of Townsend 2022 Notice of Solicitation of Candidates has been posted as of Monday, February 28th, following the Board of Elections meeting which was held on February 25th. The 2022 Townsend Election will be for two seats up for a two-year term and one seat up for a one-year term.
- h. The candidate solicitation period will begin on Monday, March 7th and will close tomorrow, Thursday, April 7th at 4:30 pm. Candidate packets are available at Town Hall and via email. Those interested in obtaining candidate packets should contact Town Hall at 302-378-8082 or email townhall@townsend.delaware.gov.
- i. The Town election will be held on Saturday, May 7th from 8 am- 6 pm. Additional details on candidates will be forthcoming once the solicitation period ends.
- j. Residents are reminded that they must register to vote by April 23rd. Registration can be made via ivote.de.gov.
- k. TM Tantillo and staff continue to work on the annexation properties into Town. The Town has been notified that New Castle County has preparing the resolution for the County Council vote to proceed with the authorization of annexation of Parcel # 14-016.00-047, 6170 Summit Bridge Road which is pending. This will go to County Council next week.
- l. Additional annexation requests that have been approved by Town Council for pursuit of annexation are awaiting approvals from various utilities. TM Tantillo shared that she also continues to be contacted by those interested in annexing into Town.
- m. The Town has received the CARES Act final reimbursement of \$21,173.55 at the end of March. In total, the Town received \$139,595.57 in CARES Act reimbursements with \$35,804.43 unused/ not reimbursed to us. The CARES Act funds are now closed. FO Helms and Town staff worked diligently with Council to receive reimbursement for many items purchased as a result of the COVID-19 pandemic.
- n. Regarding the American Rescue Plan, FO Helms and TM Tantillo continue to review the regulations on how the funds can be spent. We recently met with Barnes and Thornburg to discuss regulations on how we could spend the funds and have a webinar tomorrow. At the last Town Council meeting, we received a presentation on the Wastewater treatment Feasibility study. We will need to discuss the study further along with other options for spending the funds at a future meeting.

- o. The Comprehensive Plan Revision has been approved by Council after the public hearing and second reading of Ordinance 2022-001 to approve the Comprehensive Plan Revision at the 2/16/22 Town Council Workshop Meeting. The plan and approval ordinance have been sent to the Office of State Planning to be sent to the Governor for approval. TM Tantillo spoke with OSPC who advised the Governor should be reviewing sometime in the coming weeks. Once approved, she will provide an update to Council.
 - p. During the month of March, there were 18 contractors' licenses issued and one business licenses issued. There were also 14 permits issued, 4 permits closed and issued a final approval letter, one permit closed and issued a certificate of occupancy, and 16 inspections completed.
- 3. **ACTION ITEM:** Discussion and possible vote regarding the purchase of a body worn camera for the Town of Townsend Police Department.
 - a. TM Tantillo advised that the purchase of a body camera was previously approved as we were under the impression that that the vendor the Town chose was the vendor the state was utilizing for the body camera purchases. After that Council meeting, the Town was advised that the state would likely be going with a different vendor. The Town had received a quote from the vendor but have been advised that the state will be making their agreements with the vendor, and the Town will be receiving the body worn cameras in the coming weeks. If the Town purchased on their own, the state would not pay. It is advisable to hold on this purchase until we hear more information from the state. TM Tantillo and Chief Longo will update at the next Town Council meeting.
- 4. **ACTION ITEM:** Discussion and possible vote to authorize mulching for the Townsend Municipal Park.
 - a. TM Tantillo advised that as Council has been prioritizing mulching for a while and following a meeting with the Parks & Rec Committee, she has obtained three quotes for the mulching of the Town Park. The mulching is for the trees and median areas, the playground areas and the workout equipment areas. The depth for the playground areas is 5 to 6 inches which is advised. The quotes received were from Green Acres, Kevin's A-1 Landscaping and Baileys. .
 - b. Mayor Miller asked if this vote could be held until the next meeting in order to secure more defined quotes outlining the details of the work.
 - c. TM Tantillo and Council advised that this should be acted upon as soon as possible as we enter the spring and summer seasons, but she could obtain more detailed quotes before the next Town Council meeting.
- 5. **ACTION ITEM:** Discussion and possible vote to authorize purchases for the Townsend Municipal Park.
 - a. As TM Tantillo advised, she met with the Parks & Rec Committee to evaluate additional needs for the park. A few of the noted needs were re-stripping of the basketball court, a new ADA swing, and a dog waste

station. She and staff have obtained prices for all and wanted to present Council to advise that working is being conducted to make additional improvements to the Town Park in addition to the mulching. TM Tantillo shared with Council the prices for each of the items which were within her spending limit. The basketball court and parking lots have been reviewed by the Town Engineer and they are in good standing, they do not need to be resurfaced. TM Tantillo shared that staff have also replaced the basketball net, and that she is considering purchasing mats for beneath the swings to prevent the deterioration of mulch and is looking into marking the walking trail with mile markers.

6. **ACTION ITEM:** Discussion and possible vote regarding the purchase of a radar gun for the Town of Townsend Police Department.
 - a. Chief Longo has obtained a quote for both a dash mount radar gun in the amount of \$1,033 and a handheld radar gun in the amount of \$633. . We are requesting authorization to purchase as this will allow Chief Longo to monitor traffic and enforce speed limits.
 - b. Discussion was held on which radar gun options should be purchased. Chief Longo expressed that it would be useful to purchase two dash mount radar guns as they could also be used as handheld radar guns.
 - c. *CM Dugan made a motion to authorize the purchase of two dash mounted radar guns in the amount of \$2,066. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*

IX. Committee Reports

a. **Finance Committee:** Chair: Mayor Miller, Co-Chair: Councilman Dugan

1. Review and possible discussion on the February 2021 Budget vs. Actual Report.
 - a. No discussion.

b. **Human Resources Committee:** Chair: Mayor Miller

1. **ACTION ITEM:** Discussion and possible vote to approve Resolution 2022-007 to Authorize Personnel Actions; the Hiring of a Public Works Supervisor.
 - a. TM Tantillo provided a reading of Resolution 2022-007 to Authorize Personnel Actions, the Hiring of a Public Works Supervisor.
 - b. *CM Lobdell made a motion to approve Resolution 2022-007 to Authorize Personnel Actions; the Hiring of a Public Works Supervisor as read. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*

c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz

1. CM Dugan thanked TM Tantillo for acting quickly to provide a temporary resolution for the sinkholes on Brook Ramble as we await the televising of the pipes.

d. **Land Use and Development Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Dugan

1. **ACTION ITEM:** Discussion and introduction of Ordinance 2022-002, An Ordinance to Amend Chapter 24 of the Townsend Municipal Code.

- a. TM Tantillo shared that Ordinance 2022-002 has been prepared and is ready for its first reading tonight. The ordinance will be sent to the Planning Commission for review and a Planning Commission Public Hearing on April 19th. It will be sent back to Council for a Public Hearing and final reading at the April 20th meeting.
- b. TM Tantillo shared that the Ordinance cannot include a notation below the appendix table, as the setback requirements could not be subject to change, but since easements and plot plans are recorded as a part of the major and minor subdivision requirements, and we require plot plans to be submitted with permit applications, it is implied that all permits will be reviewed to ensure accessory structures are not placed in swales or easements. Additionally, swale and easement information is typically in the deed information and the permit application would be reviewed for these considerations. TM Tantillo shared that she will be working with the Town Engineer and staff to add to the permit application to make it clear that permits will be reviewed for encroachment onto swales and in easements. TM Tantillo also advised that she consulted with both TE Van-Otoo and Town Attorney Townsend on the drafting of the ordinance.
- c. TM Tantillo provided the first reading of Ordinance 2022-002, An Ordinance to Amend Chapter 24 of the Townsend Municipal Code.

e. **Veterans Committee: Chair:** Councilwoman Clarke, Co-Chair: Mayor Miller

1. CW Clarke shared that there is a NCC Veterans organization offering Philly baseball game tickets in April.
2. CW Clarke also shared that she would work to brainstorm ideas for Memorial Day with the Mayor.
3. Mayor Miller shared that the VFW holds a dinner every Friday night. Also, there will be an auto show at the VFW on April 9th, a Public Easter Egg Hunt on April 10th and an Easter Breakfast on April 17th all at the VFW. Additionally, Mayor Miller encouraged residents to check VFW post 3792's website for more event updates.

f. **Public Safety Committee: Chair:** Councilman Mertz, Co-Chair: Councilwoman Clarke

1. Discussion regarding stop signs in Townsend.
 - a. CW Clarke shared that CM Mertz would discuss this at a later date.
2. CW Clarke shared that the Public Safety Committee met with Chief Longo and had a good discussion on public safety topics and the anticipated opening of the Police Department.
3. Mayor Miller shared that he, TM Tantillo, Chief Longo, and Councilman Dugan met with DelDOT representatives to discuss possible intersection changes at Roue 71 and Main Street to make the intersection safer as it is a state road. Mayor Miller shared those options were discussed on how to solve concerns such as expanding lanes, changing the speed and reviewing the light pattern. TM Tantillo advised that WILMAPCO has been reviewing the intersection and would like to provide a presentation to Council and the public. TM Tantillo will work to get this scheduled.

CM Lobdell also shared that DelDOT advised that they will be replacing the speed sticks at the intersection once the weather warms up.

g. Community Engagement Committee: Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell

1. **ACTION ITEM:** Discussion and possible vote to approve Resolution 2022-008 A Resolution to Authorize the Creation of a Junior Town Council.
 - a. CM Lobdell shared that he worked with the teachers at Townsend Elementary School to create a Junior Town Council program for the third-grade school year when students are learning about civics. This will provide students with a great opportunity to have hands on learning and participate in the Council activities and learn more about local government. This will begin next school year.
 - b. TM Tantillo provided a reading of Resolution 2022-008 A Resolution to Authorize the Creation of a Junior Town Council.
 - c. *CW Clarke made a motion to approve Resolution 2022-008 A Resolution to Authorize the Creation of a Junior Town Council. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
2. CW Clarke shared that Townsend Day was on Sunday, April 3rd, and she thanked TM Tantillo for getting the resolution and information shared and shared that she also shared the event on her platforms. CW Clarke shared that she enjoyed the day of recognition and that she visited the cemetery where Mr. Lloyd was interred.
3. CW Clarke shared that an Earth Day Event is scheduled for Friday, 4/22/22 from 4-6 pm. CW Clarke shared that volunteers are encouraged to sign up and will be providing some cleanup of the park and will be planting flowers around the Veterans monument. Additionally, there will be a table with NWF information on Butterfly gardens and a seed giveaway.
4. CW Clarke also discussed possibly scheduling a Memorial Day Event and a Meet the Chief Event.

h. Parks and Recreation Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Mertz

1. No report as park items were discussed earlier in the meeting.

i. National Wildlife and Historic Preservation Committee: Chair: Councilwoman Clarke

1. CW Clarke shared that she participated in the NCC Blackbird tree planting event. She also shared that April 4th- 9th is National Libraries week.

X. Citizens Comments & Participation

a. No comments.

I. Recess Council Meeting to Convene Executive Session Recess Council Meeting to Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(9) the Town Council will be meeting in executive session strategy session relating to personnel matters.

II. CM Dugan made a motion to Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(9) the Town Council will be meeting in executive session strategy session relating to personnel matters. *CM Lobdell seconded the motion. Voice vote of Council: All I's, no nays.*

a. Executive session convened at 8:17 pm.

- III. Executive Session was closed, and the Council Meeting was re-convened at 9:22 pm.
- IV. Adjournment.
 - a. *CM Lobdell made a motion to adjourn the meeting. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
 - b. Adjournment at 9:25 pm.